

Checklist for Change of Business Type

Investigator _____

D/B/A Name and Address _____

The following requirements will be completed by the investigator working on your case

- _____ **Investigator Requirement** – Density study and checklist completed (list all package stores **or** taverns located in the specified area). See **section 10-211** for all exceptions to this ordinance – **Only if needed**
- _____ **Investigator requirement** – Check the server and master file of the current licensee to see if a “conditional license” has been issued at this location. Is a conditional license in place at this location? _____. If yes, refer to the P & P titled “Conditional Licenses” and follow accordingly.
- _____ **Investigator Requirement** – The zoning of the premises as well as a map of the zoning overlay of the area immediately surrounding the proposed premise
- _____ **Investigator Requirement** – Liquor by the drink and package requirement checklist completed confirming the business is eligible to receive a liquor license as required in **sections 10-102** and **10-111** of the ordinance
- _____ **Investigator Requirement** – Consent verification checklist completed confirming all requirements in **sections 10-214** and **10-215** have been checked
- _____ **Investigator requirement** – consent form cover sheet signed by & given to applicant stating there are _____ eligible consenters and _____ signed consent forms were submitted thus meeting the consent requirement
- _____ **Investigator requirement** – Did the applicant fail to successfully complete the consent process? If yes, you must send the **property owner** a letter stating “should the premise fail the consent process a second time within a 12 month period, another application for a liquor license at the premise will not be accepted until 12 months have passed” – see the *consent verification checklist* for specifics
- _____ **Investigator requirement** – Notification letters emailed or mailed out to all neighborhood associations within 500 feet of the proposed premise, City Councilmember’s who represent the same district of the proposed premise, and all other pre-determined government entities
- _____ **Investigator requirement** – If you believe the business may not be able to maintain its status as a restaurant-bar based on a limited menu, business concept or any other reason, you must complete a density study and submit a completed Restaurant-bar Risk and Acknowledgement Form if density will not allow a tavern to be located at this address
- _____ **Investigator requirement** – A copy of the final invoice showing all outstanding permit/license fees

All of the following information must be submitted by the applicant

Have Need

- _____ _____ A copy of the zoning clearance from the City Planning and Development Department stating zoning will allow your proposed business to operate at the proposed location – **City Planning and Development Department** in City Hall, 414 E. 12th St., (816) 513-1500
- _____ _____ Liquor license application – **must be signed. Form provided by the Regulated Industries Division** (<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)
- _____ _____ Consultant consent form signed by the applicant (only applicable if a consultant is used) – **form provided by Regulated Industries Division** (<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)
- _____ _____ Property owners consent (must bring in a **notarized letter** from the owner approving the change of business type.
- _____ _____ Two coordinates, expressed in feet, based on the North American Datum 1983 Missouri West State Plane Coordinate System, identifying the center of the door for the main entrance to the premise – must be from a **licensed surveyor OR submit \$100 to Regulated Industries** to obtain the coordinates – check or money order made out to the city treasurer

Have Need

- _____ _____ *Consent form oath* signed by the applicant **and** a majority of the consent forms, signed by the eligible consenters, must be returned to the office within 45 days from the date issued. An extension of time may be requested in writing. **Consent forms are provided by the Regulated Industries Division.**

A liquor application can be processed without the **contingency items** that are listed below. However, all **contingency items** must be submitted before a license will be issued.

Have Need

- _____ _____ A copy of the occupant load certificate stating the occupancy load (***only needed for the following:*** if it is a new building, if there is a building addition containing an assembly space, if there is a change of use of an existing space into an assembly space, for an expansion of an existing assembly space into a new space, or if an existing assembly space is undergoing a substantial renovation) – from the City Planning and Development Department in City Hall, 414 E. 12th St., (816) 513-1500
- _____ _____ All liquor licenses as required from the State of Missouri, Division of Alcohol & Tobacco Control – State Office Building in KCMO, 615 E. 13th St., (816) 889-2574